



**WORKERS' COMPENSATION INSURANCE REPRESENTATIVE  
(DEPARTMENTAL OPEN NON-PROMOTIONAL)  
9399-9327-30367KP**

Department(s):	State Compensation Insurance Fund-HDQTRS
Opening Date:	05/29/2013 8:00:00 AM
Closing Date:	06/19/2013 11:59:00 PM
Type of Recruitment:	Departmental Open Non-Promotional
Salary:	MONTHLY-RANGED-SALARY - \$3,106.00 to \$5,148.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Spot
Location (s):	Bakersfield, Fresno, Redding, and Stockton.

#### INTRODUCTION

This is an Open Non-Promotional examination for the State Compensation Insurance Fund.

#### EEO

State Compensation Insurance Fund is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

#### DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

#### WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as stated below. Applications will be accepted on an open non-promotional basis only.

#### FILING INSTRUCTIONS

##### **FINAL FILING DATE: June 19, 2013**

A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at [www.statefundca.com/careers/currentexams.asp](http://www.statefundca.com/careers/currentexams.asp). You must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678). Faxed or e-mailed applications will not be accepted.

Once you have completed and submitted a State Fund Jobs Online exam application, you will receive an e-mail containing your confirmation number. State Fund Jobs Online applications must be submitted by 11:59 p.m. on the final filing date.

**FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked or received via interoffice mail after the final filing date will not be accepted for any reason.

#### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in question #2 on the Examination and/or Employment Application form. The Testing and Certification Services Unit will contact you to make special testing arrangements.

## REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

## ELIGIBLE LIST INFORMATION

Open eligible lists will be established for Bakersfield, Fresno, Redding, and Stockton. These lists will be abolished 12 months after they are established, unless the needs of the service and/or conditions of the lists warrant a change in this period.

Transfer of list eligibility is discretionary as restrictions may apply.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the experience requirements stated on this announcement on the date you submit your application.

**IF QUALIFYING WITH EDUCATION, APPLICANTS ARE REQUIRED TO SUBMIT A PHOTOCOPY OF EITHER THEIR UNOFFICIAL TRANSCRIPTS OR COLLEGE DIPLOMA.** Educational documents may be submitted in person, mailed via U.S. Postal Service, or by e-mail to [rgonzales@scif.com](mailto:rgonzales@scif.com). The educational documentation cannot be attached to or inputted with the State Fund Jobs Online application.

**ANY APPLICANT WHO DOES NOT SUBMIT THE REQUIRED EDUCATIONAL DOCUMENTATION BY THE FINAL FILING DATE WILL BE ELIMINATED FROM THE EXAMINATION.**

**Note:** All applicants must meet the education and/or experience requirements for this examination by the final filing date, **JUNE 19, 2013**.

## MINIMUM QUALIFICATIONS

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

### EITHER I

One year of experience in the California state service performing the duties of a Workers' Compensation Insurance Technician, Range B. (Applicants who have completed nine months of the required experience will be admitted to the examination but must complete the required experience before they will be eligible for appointment.)

### Or II

Four years of experience performing casualty underwriting, field sales, industrial accident prevention, vocational rehabilitation or claims field investigation. (Experience in the California state service applied to this pattern must include at least one year of experience performing insurance-related duties at a level of responsibility equivalent to that of a Workers' Compensation Insurance Technician, Range B.)

### Or III

**Education:** Equivalent to graduation from an accredited college with a bachelor's degree. Registration as a senior in an accredited college will admit applicants to the examination, but evidence of graduation or its equivalent must be produced before they can be considered eligible for appointment. (Experience performing casualty underwriting, field sales, industrial accident prevention, vocational rehabilitation or claims field investigation may be substituted on a year-for-year basis.)

## POSITION DESCRIPTION

The Workers' Compensation Insurance Representative includes the entry, first working, and journey levels for a variety of positions within State Compensation Insurance Fund. The employee in this class is given training and may perform assignments in underwriting, claims, loss control, sales, field investigation, and administrative services.

## EXAMINATION INFORMATION

No candidate may participate in this examination who has taken the examination for Workers' Compensation Insurance Representative (WCIR) or Workers' Compensation Claims Adjuster (WCCA) in any location during the past twelve (12) months, that is, since **July 1, 2012**.

Once a candidate has taken the examination for any of these classifications, he or she will not be allowed to take the examination

again in any location within the next twelve (12) months after exam date administration.

**WRITTEN TEST DATE:** It is anticipated that the exam will be held in July/August 2013.

**WRITTEN TEST LOCATIONS:** Fresno and Redding will be the only test locations.

This examination will consist of a written test weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN EXAMINATION WILL BE DISQUALIFIED.**

### WRITTEN TEST - WEIGHTED 100%

#### SCOPE OF EXAMINATION

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be measuring competitively, relative to job demands, each competitor's knowledge and abilities as outlined below.

1. Analyze, interpret, and apply written materials.
2. Arithmetic calculations.
3. Written communication skills.
4. Workplace situations.

**Knowledge of:**

1. Interpretation of data.

**Ability to:**

1. Analyze, interpret, and apply written materials.
2. Communicate effectively.
3. Maintain effective working relationships with those contacted in the course of work.
4. Read, interpret, and apply rules, procedures and policies at a level required for successful job performance.

#### VETERANS PREFERENCE

Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil services status are not eligible to receive veterans' preference credits.

#### CAREER CREDITS

Career Credits will be added to the final score of competitors who are successful in this examination. If you receive Veterans Preference Points, you cannot also receive career credits.

#### CONTACT INFORMATION

State Compensation Insurance Fund  
Human Resources  
2275 Gateway Oaks Drive – Suite 190  
Sacramento, CA 95833

Phone: (925) 460-6300  
TDD: (925) 523-5975

[HRTesting@scif.com](mailto:HRTesting@scif.com)

For more information regarding this examination, please contact State Compensation Insurance Fund by phone, e-mail, or apply via [www.statefundca.com/careers](http://www.statefundca.com/careers).

#### DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

#### GENERAL INFORMATION

**It is the candidate's responsibility** to contact the State Compensation Insurance Fund, Human Resources at (925) 460-6300, three days prior to the written test date if he/she has not received a notice.

**For an examination without a written feature**, it is the candidate's responsibility to contact State Compensation Insurance Fund, Human Resources at (925) 460-6300 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview, EDA, PRE, or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and

conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the State Compensation Insurance Fund.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**State Compensation Insurance Fund** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans Preference:** California law allows granting of veterans' preference points in open entrance examinations and open non-promotional entrance examinations. Credits in open entrance examinations are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: 5 points for veterans; and 10 points for disabled veterans. Requests for veteran's preference, together with a legible DD214 copy and a Veteran's Preference Application form (SPB 1093), should be submitted to: State Personnel Board, ATTN: Examination Unit, 1515 S Street North Building – Suite 400, Sacramento, CA 95811. Phone number (866) 844-8671. It is necessary to establish eligibility only once.

**Career Credits:** In open non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) Full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) Individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservations Corps). Points are added to his/her earned score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form STD 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

## STATE COMPENSATION INSURANCE FUND OFFICES

**Bakersfield**  
9801 Camino Media  
Bakersfield, CA 93311-1303

**Chatsworth**  
9419 Mason Avenue  
Chatsworth, CA 91311-5204

**Eureka**  
2440 Sixth Street  
Eureka CA 95501-0788

**Fresno**  
10 River Park Place East  
Fresno, CA 93720-1531

**Greater Bay Area/Pleasanton**  
5880 Owens Drive  
Pleasanton, CA 94588-3900

**Monterey Park**  
900 Corporate Center Drive  
Monterey Park, CA 91754-7618

**Redding**  
2175 Shasta View Drive  
Redding, CA 96003-8296

**Riverside**  
6301 Day Street  
Riverside, CA 92507-0902

**Rohnert Park**  
5900 State Farm Drive, Suite 200  
Rohnert Park, CA 94928-2122

**Sacramento Regional Office**  
2275 Gateway Oaks Drive  
Sacramento, CA 95833-3255

**San Francisco**  
333 Bush Street  
San Francisco CA 94104

**Santa Ana**  
1750 East Fourth Street  
Santa Ana, CA 92705-3929

**Stockton**  
3247 West March Lane  
Stockton CA 95219-2351

**Vacaville**  
1020 Vaquero Circle  
Vacaville, CA 95688-8804

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**Contact Information for California Department of Human Resources**  
**Attn: Examination Services ♦ 1515 S Street, North Building – Suite 400 ♦ Sacramento, CA 94344-2010**  
**(866) 844-8671**

**California Relay (Telephone) 1 (800-735-2929); (TTY) 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.**